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INFORMATION SYSTEM (SFMIS)**

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This instruction implements AFPD 31-2, *Air Provost Operations*. It provides guidance on general Security Forces duties and law enforcement operations. Security Forces Management Information System (SFMIS) use, to include new modules, is mandatory. Compliance with this instruction is mandatory and applies to Department of the Air Force military, civilian, Reserve, Air National Guard, personnel from other US military branches assigned or attached to Air Force units, contract Security Forces, and government-owned, contractor-operated (GOCO) and contractor-owned, contractor-operated (COCO) facilities. The terms "must," "shall," and "will" denote mandatory actions in this instruction. It is not necessary to send implementing publications to the higher headquarters functional OPR for review and coordination before publishing. Refer recommended changes and conflicts between this and other publications to HQ AFSFC/SFOP, 1517 Billy Mitchell Blvd Bldg 954, Lackland AFB, TX, 78236, on the AF Form 847, *Recommendation for Change of Publication*, through appropriate MAJCOM functional chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

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(AFMC) This instruction supplements AFI-203, Security Forces Management Information System and provides additional and command-unique requirements. Compliance with this publication is mandatory and applies to all AFMC military and civilian personnel or other US military branches to include Air National Guard (ANG) and AF Reserve units assigned or attached to AFMC units, contract security forces, Government-Owned Contractor-Operated (GOCO) and Contractor-Owned Contractor-Operated (COCO) facilities. Submit written requests for clarification to this supplement or the AFI to HQ AFMC/A7SOI, Building 266, 4225 Logistics Ave., Wright-Patterson AFB OH, 45433-5772.

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(KIRTLANDAFB) AFI31-203_AFMCSUP, *Security Forces Management Information System*, is supplemented as follows. This publication applies to all individuals and organizations that maintain, prepare, review, approve, or use Security Forces Management Information System (SFMIS) on Kirtland Air Force Base (KAFB). It does not apply to Air National Guard (ANG) or Air Force Reserve Command (AFRC) units. Support Agreements, Memoranda of Agreement or Understanding, or other legally binding documents may delineate applicability. Refer recommended changes and questions about this publication to the office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through the appropriate functional's chain of command. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval.

SUMMARY OF CHANGES

This instruction has been significantly changed and should be completely read through. A Table of Contents was added; Security Police was changed to Security Forces throughout this AFI; HQ USAF/A7S was changed to HQ USAF/A7SO throughout this AFI; 754th ELSS was changed to the 554th ELSG throughout this AFI; AF Form 3545A, Incident Report was added; background was revised to meet up-to-date information; defined Functional Review Board; defined Control Configuration Board; identified Headquarters Air Force Security Forces Center (HQ AFSFC)/Police Services as the SFMIS Systems Administrator; added director appointment of administrators and the signed appointment letter should be forwarded to HQ AFSFC; all wording changed from “will” to “should”; defined AF Form 3545A; defined Defense Clearance and Investigations Index (DCII); updated the Designated Approval Authority for SFMIS; merged **Chapter 3** and **Chapter 4**; and created a new **Chapter 4**.

(AFMC) This document has been substantially revised and must be completely reviewed. The phrase —of this AFII refers to the parent AFI 31-203, while —of this SupplementI refers to AFMC Supplement 1 to AFI 31-203.

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Chapter 1

POLICY AND PROGRAM MANAGEMENT

1.1. Background.

1.1.1. The Security Forces Management Information System (SFMIS) was developed primarily to meet the Congressionally-mandated Defense Incident-Based Reporting System (DIBRS) requirements and improve day-to-day operations of the Air Force Security Forces. It also provides statistical data for various users, and has grown to meet many other needs.

1.1.2. The SFMIS complies with DIBRS reporting criteria and provides the means to monitor and apply Air Provost and Integrated Defense selective enforcement measures. SFMIS also is useful for analysis of law enforcement statistics, as well as threat fusion. Future capabilities will be added to SFMIS through the HQ Air Force Security Forces Center (AFSFC) and Major Command (MAJCOM) Configuration Control Board (CCB).

1.1.3. Access to SFMIS by any personnel should be carefully scrutinized to ensure integrity of the system and protection of For Official Use Only (FOUO) and Privacy Act information.

1.1.3.1. IAW AFI 33-200, *Information Assurance Management*, the AFNetOps/CC approved access by foreign nationals to unclassified Air Force Information Systems (IS) where AFNetOps/CC is the Designated Accrediting Authority (DAA) or has delegated that responsibility. Before foreign nationals are authorized access and use of ISs, they must meet the requirements of AFI 31-501 and AFSSI 8522. This includes the AF provisioned portion of the Global Information Grid (GIG), (e.g. unclassified base LAN).

1.1.3.1.1. **(Added-KIRTLANDAFB)** Requesting Access. Personnel will submit Security Forces Management Information System SFMIS access requests in writing to the SFMIS Administrator, 377th Security Forces Squadron (SFS)/(S5B) Pass & Registration, building 20245, room 117a.

1.1.3.1.2. **(Added-KIRTLANDAFB)** Access request letters will include the individual's full name, rank, e-mail address, duty title, duty phone, and reason for access. (see attachment 2). Only those personnel with a valid operational need will be granted access. Failure to follow authorized procedures or misuse of the system will result in revocation of SFMIS access.

1.1.3.1.3. **(Added-KIRTLANDAFB)** Request letters will include a paragraph stating users have received proper training on SFMIS and were briefed on Personal Identifiable Information and Privacy Act of 1974 (attachment 3). The AF Form 797, *Job Qualification Standard Continuation/Command JQS*, will be annotated IAW 31-401, with the SFMIS training date for all military personnel.

1.1.3.1.4. **(Added-KIRTLANDAFB)** SFMIS responsibilities statement will accompany SFMIS Access letters. (Attachment 2).

1.1.3.1.5. **(Added-KIRTLANDAFB)** Access will not be granted if a current access letter is not on file in 377 SFS/S5B, Pass & Registration.

1.1.4. SFMIS users must know and ensure they meet the requirements of the Privacy Act of 1974 and report data only to those who have a valid need to know.

1.1.5. Criminal Activity Reporting. The SFMIS fully complies with the following requirements:

1.1.5.1. Report criminal activity to National Incident-Based Reporting System (NIBRS) per the *Uniform Federal Crime Reporting Act*;

1.1.5.2. Victim and witness notifications per the *Victim's Rights and Restitution Act of 1990*

1.1.5.3. Establishment of a central DoD database on domestic violence incidents per the *Lautenberg Amendment to the Gun Control Act of 1968*; and

1.1.5.4. Recurring requests for overall DoD law enforcement data.

1.2. Responsibilities.

1.2.1. The Office of the Under Secretary of Defense for Personnel and Readiness (OUSD (P&R)) develops overall policy for DIBRS and monitors compliance.

1.2.2. The Defense Manpower Data Center (DMDC) is directed by OUSD/P&R to keep a central repository of incident-based statistical data for analyzing trends in response to executive, legislative and oversight requests for information on criminal and high-interest incidents. DMDC created the data collection system to track and report DIBRS information from initial contact through investigation, prosecution, confinement and release. DMDC also reports NIBRS data to the FBI.

1.2.3. The Air Force DIBRS reporting process is triggered when law enforcement responds to a credible report of a criminal incident. If a crime is outside the jurisdiction of the Air Force law enforcement organization, DIBRS reporting is still a Security Forces responsibility for military members; however, jurisdiction/NIBRS reporting passes to the appropriate agency, such as Defense Criminal Investigative Organizations, FBI, or the local authority that has investigative jurisdiction of the case.

1.2.4. Active, Reserve and Air National Guard Security Forces units will comply with the reporting requirements mandated by Congress and outlined in DODD 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, and DoD 7730.47-M, *Manual for Defense Incident-Based Reporting System (DIBRS)*.

1.2.5. AFSFC/SFOP is the Air Force Office of Primary Responsibility (OPR) for the SFMIS implementation and budgeting. SFMIS is funded through the operational budget of AFSFC.

1.2.6. AFSFC/SFOP is the functional lead for developing the SFMIS capabilities, by working with the MAJCOMs, via the CCB. AFSFC/SFOP:

1.2.6.1. Works with 554th Electronic Logistics Systems Group (ELSG) at Maxwell AFB-Gunter Annex, AL, to develop SFMIS and other Automated Information System requirements. (See [para 1.2.11](#) for 554 ELSG responsibilities.)

1.2.6.2. Coordinates, once a month, or as necessary, with 554 ELSG to report DIBRS data to the DMDC.

1.2.6.3. Periodically reviews the system's usage to ensure compliance by all MAJCOMs and their respective units.

1.2.6.4. Directs corrective action on SFMIS errors.

1.2.6.5. Chairs Functional Review Board (FRB). The FRB consists of functional subject matter experts and meets to discuss the needs/future needs of SFMIS.

1.2.6.6. Chairs Configuration Control Board.

1.2.6.6.1. Brings AFSFC/SFOP and the Program Managers Office (PMO) together to prioritize/discuss the needs of SFMIS.

1.2.6.6.2. Grants access when notified in writing by a MAJCOM A7S Director of the appointment of a System Administrator (SA) at a MAJCOM.

1.2.6.6.3. AFSFC/SFOP is the overall SFMIS SA.

1.2.7. Each MAJCOM A7S should appoint a primary and alternate SA to grant permissions and access for the MAJCOM's units. No contractor is authorized to be an SA unless approved in writing by AFSFC/SFOP. MAJCOMs will provide a copy of appointment letters to AFSFC/SFOP, and a signed copy of the Global Combat Support System-Air Force (GCSS-AF) Form 41, *System Authorization Access Request*.

1.2.7.1. MAJCOMs are encouraged to send a representative(s) to the CCB meetings. Representatives should be able to discuss current and future SFMIS requirements.

1.2.7.2. MAJCOM SFMIS SAs should monitor units to ensure that reports of commander action on incident reports and traffic tickets are forwarded to DIBRS on a timely basis (commander's action completes the report for the DIBRS database).

1.2.7.3. MAJCOMs will not approve use of other automated programs as substitutes for existing SFMIS capability.

1.2.7.4. SFMIS operates through the use of role-based access, granted to authorized users at all levels in the System Administration Module. When notified in writing by the installation Security Forces commander, of the appointment of a SA at an installation, the MAJCOM SA will grant specific accesses and roles.

1.2.7.5. MAJCOM SAs should periodically review the use of SFMIS by the command's units and ensure everyone is using the system as required. Such reviews should also be considered during inspections and staff assistance visits. MAJCOMs are encouraged to develop checklists to ensure compliance.

1.2.8. Installation commanders must ensure all DIBRS-specified incidents, and reports of command action, are reported via SFMIS. This includes "internal" investigations which are NIBRS/DIBRS reportable incidents. For definitions of reportable incidents, refer to DoD 7730.47-M, *Manual for Defense Incident-Based Reporting System*. DIBRS-reportable incidents must be documented on an AF Form 3545A, *Incident Report*, or Report of Investigation, and reported to SF Admin and Reports or AFOSI. **Note:** Reports of Survey (ROS) are often related to the theft, loss, or damage of government property, which are also usually DIBRS reportable. An ROS can be added to an AF Form 3545, *Incident Report*, as an attachment. The purpose of an ROS is to determine if the person is accountable for the item and does not establish criminal activity. **NOTE:** AF Form 3545A, *Incident Report*, is a

SFMIS generated incident report. An AF Form 3545, *Incident Report*, is used at locations where SFMIS is not available and a hard copy generated report must be completed using Word or IMT.

1.2.8.1. Only commanders designated on “G-Series” orders are authorized to sign the Command Action of the AF Form 3545A, *Incident Report*, or Report of Investigation. Unit Commanders or Section Commanders are the only personnel allowed to sign the Command Action area of the DD Form 1408, *Armed Forces Traffic Ticket*.

1.2.8.2. Local Security Forces units must verify with local agencies any Civil incarceration of military personnel on active duty to ensure DIBRS-related information is submitted via SFMIS.

1.2.8.3. Installation commanders must ensure command action on incident reports and traffic tickets is reported via SFMIS within the suspense set by the local Security Forces Administration & Reports Section or other activity, per AFMAN 31-201 Volume 7, *Security Forces Administration & Reports*, Chapter 1, para 1.5.3. Timely reporting of command action ensures compliance with DoDD 7730.47 and DMDC timelines.

1.2.9. Security Forces Unit Responsibilities.

1.2.9.1. The installation Security Forces squadron commander will appoint a Primary and Alternate SA. The appointment letter will be sent to the respective MAJCOM SA. No contractor is authorized to be an SA unless approved in writing by AFSFC/SFOP. If a unit feels they need more administrators, it will be requested in writing and considered on a case-by-case basis, with final approval coming from AFSFC/SFOP. SAs will act as the local grantors of roles and level of access for personnel requiring access to SFMIS. SAs will only have access to the SA module in SFMIS. They must create another account to have access to the other modules without SA rights. **NOTE:** Group accounts are NOT authorized.

1.2.9.1.1. **(Added-AFMC)** The installation Security Forces squadron commander will appoint a primary and at least one alternate System Administrator (SA), in writing, and forward a copy to HQ AFMC/A7SOI (e-mails with scanned versions of the signed letter are acceptable.) DOD 8750.01-M, *Information Assurance Workforce Improvement Program*, can be referenced for general system administration information.

1.2.9.1.2. **(Added-AFMC)** The installation Security Forces squadron commander will conduct an annual review of the SA appointment letter and update as necessary. Updated letters or negative replies are due to HQ AFMC/A7SOI NLT 30 Jan each year.

1.2.9.1.3. **(Added-AFMC)** HQ AFMC/A7S will update the MAJCOM SA appointment letter as necessary and send updated letters immediately to AFSFC/SFOP.

1.2.9.1.4. **(Added-KIRTLANDAFB)** Maintain a copy of the appointment letter in the SFMIS administrators handbook.

- 1.2.9.1.5. **(Added-KIRTLANDAFB)** Ensure that appointed System Administrators (SA) receive appropriate training utilizing the Computer-Based Training (CBT) modules located on the SFMIS homepage.
- 1.2.9.1.6. **(Added-KIRTLANDAFB)** SAs will obtain reports from SFMIS and review individual activity as warranted. Personnel not properly entering data into SFMIS accounts or allowing unauthorized users access through their accounts will be suspended until remedial training is accomplished. SAs will periodically check active User Sessions to ensure access does not exceed 480 minutes daily.
- 1.2.9.2. The installation Security Forces commander will establish internal controls to allow management to view each DIBRS-reportable incident. Normally, the NCOIC, SF Administration Reports, Operations Superintendent, SF Investigations, Operations Officer and Commander are granted full access as reviewing and approving officials before the data is transmitted up the chain.
- 1.2.9.2.1. **(Added-KIRTLANDAFB)** The following personnel will be granted full access as reviewing and approving official for all Defense Incident-Based Reporting System (DIBRS) reportable incidents: Defense Force Commander (DFC), 377 Security Forces Group (377 SFG) S2 Branch Chief, personnel assigned to the 377 SFG Investigation section (S2I), 377 SFS/CC, 377 SFS/SFO, 377 SFS/S3OS. Personnel who no longer require access will immediately have their accounts deleted.
- 1.2.9.2.2. **(Added-KIRTLANDAFB)** Combat Arms (CA) will be granted administrative rights for Unit Deployment Managers (UDM) and schedulers throughout the installation. CA administrators will maintain a SFMIS Inspection Book and be responsible for all issues concerning UDM personnel and schedulers.
- 1.2.9.2.3. **(Added-KIRTLANDAFB)** Air Force Office Special Investigations (AFOSI) Detachment 116 will be granted Administrative Rights.
- 1.2.9.2.4. **(Added-KIRTLANDAFB)** Members of the 377 SFG, 377 SFS, and 377 Weapon Systems Security Squadron (WSSS) will be granted limited access, based on mission requirements.
- 1.2.9.3. The installation Security Forces commander will ensure all DIBRS-reportable incidents are reported through SFMIS. The report of commander's action is of paramount importance to the Air Force's responsibility for DIBRS reporting. On a yearly basis, DMDC provides DoD with DIBRS data on criminal statistics. One of the major areas reviewed is commander's action reports. To ensure Air Force compliance, SF unit SA will conduct a monthly review of all pending cases and attempt to finalize them. An incident is not considered finalized until it's either adjudicated or determined no action taken.
- 1.2.9.3.1. SFMIS entries are also required for most Security Force responses requiring some type of action to be taken besides a standalone AF Form 1168, *Statement of Suspect, Witness, or Victim* (e.g. traffic violation, vehicle accidents, etc.)
- 1.2.9.3.2. **(Added-AFMC)** SFMIS entries are not required for minor vehicle accidents. Members will be instructed to exchange insurance information and may submit their personal accounts and claims with their respective insurance agencies.

Responding patrols will document minor vehicle accidents in accordance with local procedures.

1.2.9.4. The Security Forces Reports and Analysis (SFAR) section will establish a 60-day suspense for reports requiring commander action and place them in a suspense file. Annotate the suspense date on the cover letter of the report. If prior histories exist, print and attach the history to the report for the commander's information. (**Note:** Prior histories are normally provided only for suspects/subjects of the report.) If response on command action is not received by the due date, dispatch a letter, "Notice of Late Suspense" giving an immediate suspense. If a response is not received after 7-days, send a "Notice of Second Late Suspense" to the unit commander with a courtesy copy to the group commander. DFC can extend suspenses on a case-by-case basis.

1.2.9.5. On the first duty day of each month, each SFAR section will perform a computer run of the previous month's Criminal Summary Report. They will then task the Security Forces Investigations Section to compare that reporting with the local AFOSI detachment point of contact to ensure all Defense Clearance and Investigations Index (DCII) information is reported. DCII is a single, automated central repository that identifies investigations conducted by DoD investigative agencies and personnel security determinations made by DoD adjudicative authorities. This is done to ensure duplicate incidents are not entered into DCII and that all incidents are recorded as required. **NOTE:** DCII is an automated central index that identifies investigations conducted by Department of Defense investigative agencies. AFOSI is the agency that heads entry into DCII.

1.2.9.5.1. ANG units may run their reports on the first UTA of each month. This may be accomplished by the DFC appointed SFMIS monitor or that individual's alternate.

1.2.9.6. The DFC will ensure a copy of AF Forms 3545A, *Incident Report*, or the SFMIS Incident Report and criminal history, CVB Forms 1805, *Violations Notice*, are transferred to the local AFOSI detachment when reporting to DCII is required and copies are filed in the SF Administration & Reports filing system.

1.2.9.6.1. The local AFOSI may be satisfied with having the Criminal Summary Report in lieu of the AF Form 3545A, *Incident Report*, and Report of Investigation. The main objective is to ensure all DCII information is provided to the AFOSI officials.

1.2.9.6.2. Air National Guard and Air Force Reserve Security Forces units which are co-located on active duty Air Force bases will not run the Criminal Summary Report. They will forward the DIBRS-reportable information to the active duty host Security Forces unit, which will perform the computer run of the previous month's Criminal Summary Report.

1.2.9.7. Air Force Corrections. Each installation, whether they have a confinement facility or not, is responsible for entering inmate information into the SFMIS Confinement Module as well as reporting the case outcome to SFAR. The only exception is Air Force inmates confined in civilian facilities on civilian charge(s). The SF unit Corrections Officer or point of contact will ensure this entry has been completed

on every member sentenced to confinement by a court-martial. **NOTE:** Personnel referred to USAF SF Level I confinement facilities must have the crime resulting in their confinement reported to DIBRS via SFMIS or AFOSI channels.

1.2.10. The AFNETOPS/CC serves as the DAA for SFMIS.

1.2.11. The 554 ELSG is responsible to design, acquire, install, integrate and support the information systems necessary to provide the Air Force with the right combat support information.

1.2.11.1. The 554 ELSG assists AFSFC in developing an Operational Requirements Document that will serve as the Statement of Work (SOW) for a SFMIS project. AF/A7S will be the final approving authority for new requirements.

1.2.11.2. The 554 ELSG utilizes contractors as necessary to meet Security Forces requirements.

1.2.11.3. IAW DoDI 8510.01 the 554 ELSG is responsible for appointing an Information Assurance Manager (IAM) for SFMIS. The IAM will be qualified IAW DODD 8570.1.

1.2.12. **(Added-AFMC)** All deviations to the required use of SFMIS must be submitted in memorandum format through HQ AFMC/A7SOI, who will in turn coordinate them with AFSFC/SFOP for final approval.

1.2.13. **(Added-AFMC)** Utilization of Commercial-Off-The-Shelf (COTS) information management systems are not authorized without HQ AFMC/A7S approval. Units will coordinate all issues involving procurement of any COTS information management systems with HQ AFMC/A7S prior to purchase of COTS software and hardware.

Chapter 2

REPORTABLE DISCIPLINARY INCIDENTS AND SECURITY

2.1. Defense Incident-Based Reporting System (DIBRS).

2.1.1. DIBRS is primarily a reporting system covering all active duty, reserve, and guard military personnel. Security Forces must input civilian data for those who commit offenses on Air Force installations into National Incident-Based Report System (NIBRS), which is the primary reporting system for all civilians.

2.1.2. For definitions of reportable incidents, refer to DoD 7730.47-M, *Manual for Defense Incident-Based Reporting System*.

2.1.3. The installation Security Forces commander will ensure all reportable DIBRS incidents are entered into SFMIS. DIBRS submissions must be completed by the 15th day of each month. DIBRS submissions pending final action, to include the report of commander's action, must be tracked until final disposition.

2.1.3.1. Units must correct DIBRS errors. The Security Forces commander can determine if this is the responsibility of the patrolmen, SFAR, SA, etc. SFAR must search for DIBRS errors at least monthly and attempt to correct entered errors. See [Attachment 2](#) for some common DIBRS errors and corrective action.

2.1.4. The AF Form 3545A, *Incident Report*, or Report of Investigation, records the data reportable to the Defense Manpower Data Center (DMDC). Incidents not covered by DIBRS will be documented and reported under Uniform Code of Military Justice guidelines. The SFMIS-generated Incident Report Summary (AF Form 3545A) or an original AF Form 3545, is approved for use as the final file copy and to document, with original signature or digital signature, the Commander's Action.

2.1.5. The Air Force Board for Correction of Military Records is the only authority who can order SFMIS records be cleared; regardless of the outcome of the report and age of the offender.

2.2. National Incident-Based Reporting System (NIBRS).

2.2.1. NIBRS (Reportable for CONUS only) has the same responsibilities as outlined in section [2.1](#). NIBRS is comprised of 6 segments (e.g., Administrative Segment, Offense Segment, Property Segment, Victim Segment, Offender Segment, and Arrestee Segment) and 53 data elements.

2.2.2. Reporting requirements for civilian offenders are only required by NIBRS.

2.3. Security and Passwords

2.3.1. SFMIS is Common Access Card (CAC) enabled. In order to access SFMIS with your CAC card, it must be done through the AF Portal. The CAC card can only be associated with one user name. If multiple user names are required for your duty position then users will be assigned user names/passwords for access and permissions commensurate with "the need to know" information within the system. **Individual passwords will not be shared with other users.** It is a system security violation for multiple users to share the same user ID and

password. Passwords will be changed at least every 60 calendar days, immediately upon compromise, or after 45 days of inactivity. SFMIS can identify the number of days remaining until a change of password is required.

2.3.1.1. Audits of the system will be done as warranted for proper accountability when there is a change in SA.

2.3.2. Should a lockout occur as a result of an improper or forgotten password, the MAJCOM or unit SA will assign a new password; however, the account will remain locked for a period of one hour or until the user's identity can be positively identified. Users who have expired accounts must have their passwords reset through the system administrator or 554 ELSG/Field Assistance Service (FAS) at DSN 312-596-5771/COMM 334-416-5771. MAJCOM SAs can perform this function for unit SAs. Unit SA's can perform this function for members of their unit. Problems encountered should be forwarded to the 554 ELSG/FAS for resolution. If a problem cannot be resolved within a reasonable time (24 hours), ensure the user gets a trouble ticket from the FAS, which will be forwarded to the SFMIS Program Managers office, until the problem is fixed.

2.3.2.1. If you have log-in problems due to your CAC please refer to local procedures to unlock your CAC card.

2.3.2.2. **(Added-KIRTLANDAFB)** UDM personnel and schedulers must contact SA administrators for account reset.

2.3.2.3. **(Added-KIRTLANDAFB)** SA administrators will lock a SFMIS scheduler's account if there is no updated appointment letter, the scheduler has not attended scheduled training, and/or the scheduler is not performing their duties as by the scheduler's handbook. SA will re-activate the schedulers account once all directed discrepancies are corrected

2.3.3. **(Added-KIRTLANDAFB)** Once a request letter is received and validated accounts will be established. The user will be notified their account was established and they have 7 days to log into SFMIS. If the individual does not log in within the time frame allotted, the account will automatically lock and the user must notify the SA to reset the password. Upon the individual's separation, permanent change of station (PCS) etc., the account will be deleted.

2.4. Privacy Information. All SFMIS data is protected by the Privacy Act and must be handled as For Official Use Only (FOUO). All information will be strictly controlled in accordance with AFI 33-332, *Air Force Privacy Act Program of 1974*, to ensure it is only released to officials with a need-to-know. **Individuals may access the SFMIS for authorized, official purposes only. Military members who improperly access SFMIS or its information, or provide or enable such access to third parties, for other than official, authorized purposes, may be punished under Article 92, Uniform Code of Military Justice (UCMJ), as well as any other applicable articles of the UCMJ or provisions of federal or state law. Civilian personnel who improperly access SFMIS or its information, or provide or enable such access to third parties, for other than official, authorized purposes, may be prosecuted under applicable provisions of federal or state law. Violations by military or civilian members may result in the full range of authorized administrative and disciplinary actions without regard to otherwise applicable criminal or civil sanctions for violations of related laws.**

2.4.1. All SFMIS users must be aware that data displayed on monitors may be susceptible to unauthorized viewing. Take appropriate action to ensure privacy data is always protected.

2.4.2. Protection can be enhanced by installing additional “time-out” features when the system is not being used, or installing “screen savers” at prescribed time intervals. The SA can assist in applying these features.

2.4.3. Violations of the system’s operation or unauthorized release of the “FOUO” information will be immediately reported to the unit SA, who will notify the commander at each level of concern.

2.4.3.1. **(Added-AFMC)** Squadron SAs will immediately report known violations of the system operation or unauthorized dissemination of For Official Use Only (FOUO) information to the installation Security Forces squadron commander. If an unauthorized dissemination of FOUO information is determined to be a Privacy Act violation, the Installation Privacy Act Manager (usually a member of the base Communications unit) must be notified. Completed Reports of Investigation (AF Form 3545 may be substituted) on the incident will be forwarded to HQ AFMC/A7SOI no later than 15 duty days from the date of occurrence.

2.4.4. The installation Security Forces commander will coordinate with all base functions that may require access to SFMIS information. This will normally include Wing/Support Group Commanders, Staff Judge Advocate, AFOSI and Military Equal Opportunity staff. Access refers to information contained in SFMIS which SFAR can print out, not a user name/password. Personnel outside security forces who need live access to SFMIS should be given “read only” access with Security Forces commander’s approval. Other agencies should be carefully screened to validate a need to enter SFMIS and approved locally by the Security Forces commander.

Chapter 3

SYSTEM OPERATION

3.1. Hardware/Software Requirements.

3.1.1. SFMIS is a web-based product. It requires Internet Explorer 6.0 or higher. The system is password protected. SFMIS uses state-of-the art integrated software to ensure all data is properly encrypted for security and meets DoD Certification and Accreditation standards.

3.1.2. For best performance use hardware/software as recommended by DISA at Maxwell AFB Gunter Annex Alabama. **Note:** As technology advances and changes are made to accommodate future data, upgrading of peripherals may also be required. Should this occur MAJCOMs will be notified in advance.

3.1.3. **(Added-AFMC)** The installation Security Forces squadron commander will consider SFMIS requirements when replacing computers within the unit, and should ensure future expenses for modernization of the system are reflected in annual budgets.

3.2. SFMIS capabilities. This list is not all inclusive and more features are added with each SFMIS release. Currently, the SFMIS program has the following capabilities:

3.2.1. Case Reporting, Accidents, Tickets (principal module for reporting DIBRS).

3.2.1.1. Some capabilities include entering reports and citations, DEERS search, Suspension/Revocation/Debarment (SRB) Roster, case search and a history search.

3.2.2. Limited Confinement (to be DIBRS compliant).

3.2.2.1. Some capabilities include tracking DIBRS-reportable information, inmate release dates, pre-trial/post-trial confinement and victim notification.

3.2.3. System Administration.

3.2.3.1. Some capabilities include resetting passwords, creating accounts and adding roles. **Note:** If you have a SA account the only module you can access with the SA user name is the SA Module.

3.2.4. Pass & Registration.

3.2.4.1. Some capabilities include issuing visitor passes, Restricted Area Badges (RAB) and DD Form 2220 issuance, if used. (RAB module is not currently mandatory to use, due to the fact it cannot encode the magnetic strip for gate access).

3.2.4.2. **(Added-AFMC)** Units will issue DD Forms 2220 and 2219 as requested individually by base personnel, IAW applicable HAF guidance.

3.2.5. Combat Arms

3.2.5.1. Some capabilities include inputting training requests, class assignment, course fired, AF Form 522 History and supply account.

3.2.6. Armory

3.2.6.1. Some capabilities include placing weapons/munitions/equipment in inventory, tracking weapon issues and the authority to bear arms, registration of Privately Owned Vehicles/Privately Owned Weapons (POV/POW).

3.2.7. Web-based Computer-Based (CBT) Trainer (available in release 6.0).

3.2.7.1. The primary capability is an Interactive step-by-step process for each module on SFMIS.

3.2.8. ‘Oracle “Discover Viewer”’

3.2.8.1. The primary capability is searching for statistics which offers parameter setting for ad-hoc queries

3.2.9. MAJCOMs or units desiring additional capability must contact the SFMIS POC at AFSFC/SFOP, 1517 Billy Mitchell Blvd, Bldg 954, Lackland AFB TX 78236-0119, DSN 312-945-0266/5028.

3.2.10. AFSFC/SFOP periodically publishes SFMIS Newsletters. This information will appear on the SFMIS “Message of the Day,” AFSFC’s homepage and/or posted on the SFMIS Administrators and Users Community of Practice (on the AF Portal). These messages inform users of developments, new releases, and other important information. Users should check these sources for updates often, and are highly encouraged to submit items to AFSFC/SFOP for future publication.

3.3. Assistance. The FAS also provides assistance to Base Network Control Centers, Defense Mega Centers and users worldwide. New user accounts must be created by MAJCOM or local SA. The FAS is not empowered to validate authorized use.

3.4. On-Line Manual. The SFMIS program has an online help manual available for users. The manual is user-friendly and can be printed for easy reference. Refer to DoD 7730.47, *Defense Incident-Based Report System*, for the DIBRS/NIBRS code tables. **Note:** These code tables are subject to change. DMDC controls the additions/deletions on the code tables.

3.5. SFMIS Training. The installation Security Forces commander must ensure their personnel are trained to use SFMIS to meet their installation needs and DIBRS requirements. Training and familiarization should not be conducted using the SFMIS “live” system modules because of the potential for mistakenly reporting false information. To facilitate hands-on training at the MAJCOM and unit level, the SFMIS Training Site (DMZ) may be utilized. MAJCOM and unit SAs can request access to this training site by contacting the 554 ELSG Program Management Office. Do not contact the FAS for DMZ access. Once the MAJCOM or unit SA is granted access to the DMZ, user access can then be granted. The SFMIS DMZ can be accessed at <https://ser-0367-dmapp.saic.com/SFMIS5/>.

3.5.1. Computer-Based Training (CBT). The SFMIS CBT module provides familiarization and refresher training. It is the primary means for familiarization training. CBT can be found on the SFMIS homepage.

3.5.2. Mobile Training Team (MTT). Units may also request 554 ELSG to conduct a MTT to provide familiarization training at the requesting unit’s expense. This training must be scheduled so it does not impact a SFMIS mission requirement or release. You can obtain this information on the SFMIS page or contact AFSFC/SFOP, DSN 945-0266/5028/Comm 210-

925-0266/5028, or 554 ELSG/PMO DSN 596-5004/6700 Comm 334-416-5004/6700, for training assistance.

3.6. Unresolved Matters. SFMIS issues will be directed to AFSFC/SFOP, 1517 Billy Mitchell Blvd, Bldg 954, Lackland AFB, TX 78236-0119 or afsfc.workflow@lackland.af.mil for resolution.

Chapter 4

HANDLING OF SFMIS INFORMATION

4.1. Requests for SFMIS Information.

4.1.1. For requests for release of SFMIS information, follow AFI 33-332, *Air Force Privacy Act Program*, and DOD Regulation 5400.7/AF Supplement, *DoD Freedom of Information Act (FOIA) Program*. Individuals or agencies desiring copies of reports (to include enclosures) or Security Forces blotters will do the following:

4.1.1.1. If the requester desires copies of statements, they must submit a request under the *Privacy Act* (AFI 33-332) or the *Freedom of Information Act*, as required by DOD Regulation 5400.7, as supplemented.

4.1.1.2. Insurance companies requesting case reports concerning clients will make the request in writing. Units will assess a fee per DOD Regulation, 7000.14-R, Volume 11a, *Reimbursable Operations, Policy and Procedures*. Company checks will be used and made payable to Base Finance and mailed to the local SFAR office. Turn over checks to Finance using DD FM 1131, *Cash Collection Voucher*. No fees are assessed to private individuals requesting information on incidents they were involved in unless copies exceed regulatory amounts. Consult DOD 7000.14-R for further guidance.

4.1.1.3. Police or government agencies (e.g. Drug Enforcement Agency, Recruiters, Family Advocacy) requesting information for official reasons will receive all requested information after the identity of the agency can be verified. Such requests must be made either in person upon proper identification or using official letterhead. The written request can be mailed or faxed. Ensure the requester is advised to include points of contact, mailing addresses and phone or fax numbers to ensure a prompt response. Ensure requesters are authorized release under the Privacy Act (AFI 33-332) before disclosing the information. The requester's letter will be attached to the case files/blotters for a matter of record. Responses can be mailed or faxed back. Maintain a log to verify action was completed.

4.1.2. If the government was involved in an incident or the situation might result in litigation against the government, consult the Staff Judge Advocate before release of any information.

4.1.3. Statistical information may not be released without AFNETOPS/CC approval. This does not prevent Installation Commanders/DFCs from using their own statistics to obtain criminal patterns or brief personnel on criminal activity in the local area of their installation. Statistics will not be released for unit, numbered AF, regional, or MAJCOM comparisons. While local commanders may desire this information for comparison purposes, this does not meet the System Security Access Agreement's requirement for a valid "need to know" in order to release SFMIS information. Improper release of information without a valid need-to-know may jeopardize continued SFS access to the SFMIS. Contact AFSFC/SFOP for additional guidance.

4.1.4. All SFMIS users are required to read their responsibilities of safeguarding SFMIS information and sign acknowledging these responsibilities. All units will keep on file the acknowledgement of responsibilities for personnel within their unit. A copy of the

responsibilities of safeguarding information along with the acknowledgement of responsibilities can be found on the SFMIS CoP>SFMIS Supporting Documentation>Account Generation Documentation.

4.2. Adopted Forms.

AF Form 847, *Recommendation for Change of Publication*

AF Form 3545(A) *Incident Report*

GCSS-AF Form 41, *System Authorizations Access Request*

DD Form 1408, *Armed Forces Traffic Ticket*

AF Form 1168, *Statement of Suspect/Witness/Complaint*

CVB Form 1805, *Central Violations Bureau Violations Notice*

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(AFMC)

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Deputy Director, Installations and Mission Support

(KIRTLANDAFB)

TOM D. MILLER, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

(Added-AFMC) DoD 8750.01-M, *Information Assurance Workforce Improvement Program*

DoDD 7730.47, *Defense Incident-Based Reporting System (DIBRS)*, 15 Oct 1996

DoD 7730.47-M, *Manual for Defense Incident-Based Reporting System*, 25 July 2003

DOD Regulation 5400.7-R/AF Supplement, *Air Force Freedom of Information Act Program*
April 2006

DOD Regulation, 7000.14-R, Volume 11a, *Reimbursable Operations, Policy and Procedures*
May 2001

Lautenberg Amendment, *Firearms Prohibition and Domestic Violence Convictions*, amendment
to the *Gun Control Act of 1968*

Section 534, United States Code, *Uniform Federal Crime Reporting Act* Jan 04

Sections 10606 and 10607 of Title 42, United States Code, *Victims Rights and Restitution Act of*
1990 Jan 2004

Section 922 of Title 18, United States Code, *The Brady Handgun Violence Prevention Act* 2008

(Added-AFMC) AFI 31-203, *Security Forces Management Information System (SFMIS)*

(Added-KIRTLANDAFB) AFI 31-203, *Security Forces Management Information System*
(SFMIS), 29 July 2009

(Added-KIRTLANDAFB) AFI 31-203_AFMCSUP, *Security Forces Management Information*
System (SFMIS), 23 Feb 2011

AFPD 31-2, *Air Provost Operations*, 10 April 2009

AFI 33-332, *Privacy Act Program*, 29 Jan 2004

AFMAN 33-363, *Management of Records*, 1 Mar 2008

AFMAN 31-201V7, *Security Forces Reports and Analysis*, 21 Jan 2002

Air Force Records Information Management System (AFRIMS)

(Added-KIRTLANDAFB) Adopted Forms

(Added-KIRTLANDAFB) AF Form 797, *Job Qualification Standard Continuation/Command*
JQS

Abbreviations and Acronyms

(Added-KIRTLANDAFB) AFI—Air Force Instruction

(Added-KIRTLANDAFB) AFMC—Air Force Material Command

(Added-KIRTLANDAFB) AFMCSUP—Air Force Material Command Supplemented

(Added-KIRTLANDAFB) AFNWC—Air Force Nuclear Weapons Center

AFOSI— Air Force Office of Special Investigations

AFPD— Air Force Policy Directive

(Added-KIRTLANDAFB) AFRC—Air Force Reserve Command

(Added-KIRTLANDAFB) AFRIMS—Air Force Records Information Management System

AFSFC— HQ Air Force Security Forces Center

AFVA— Air Force Visual Aid

(Added-KIRTLANDAFB) ANG—Air National Guard

BDOC— Base Defense Operations Center

(Added-KIRTLANDAFB) CA—Combat Arms

CBT— Computer Based Training

CCB— Configuration Control Board

COCO— Contractor Owned Contractor Operated

DCII— Defense Clearance and Investigations Index

DEERS— Defense Eligibility Enrollment Reporting System

DFC— Defense Force Commander

DIBRS— Defense Incident-Based Reporting System

DMDC— Defense Manpower Data Center

DoD— Department of Defense

DoDD— Department of Defense Directive

DoDI—Department of Defense Instruction

DRMO—Defense Reutilization Management Office

FOUO—For Official Use Only

FRB—Functional Review Board

GOCO— Government Owned Contractor Operated

GSA—Government Services Administration

IAM—Information Assurance Manager

(Added-KIRTLANDAFB) IAW—In Accordance With

JDET—Joint Drug Enforcement Team

(Added-KIRTLANDAFB) KAFB—Kirtland Air Force Base

MAJCOM—Major Command

NIBRS—National Incident-Based Reporting System

OPR— Office of Primary Responsibility

(Added-KIRTLANDAFB) PCS—Permanent Change of Station

PMO—Program Management Office

(Added-KIRTLANDAFB) POC—Point Of Contact

(Added-KIRTLANDAFB) RDS—Records Disposition Schedule

ROI—Report of Investigation

ROS—Report of Survey

(Added-KIRTLANDAFB) S2I—Investigation Section

(Added-KIRTLANDAFB) S2R—Report & Analysis Section

(Added-KIRTLANDAFB) S5B—Pass & Registration

SA—Systems Administrator

SF—Security Forces

SFAR— Security Forces Administration and Reports

(Added-KIRTLANDAFB) SFG—Security Forces Group

SFMIS— Security Forces Management Information System

(Added-KIRTLANDAFB) SFS—Security Forces Squadron

SJA—Staff Judge Advocate

SRB—Suspended, Revocation, Debarment

SSAA—System Security Authority Agreement

TTPG— Tactics, Techniques, and Procedures Guide

UCMJ— Uniform Code of Military Justice

(Added-KIRTLANDAFB) UDM—Unit Deployment Managers/Schedulers

VWAP—Victim Witness Assistance Program

(Added-KIRTLANDAFB) WSSS—Weapon Systems Security Squadron

Attachment 2

COMMON DIBRS ERRORS AND CORRECTIVE ACTION

A2.1. Introduction:

A2.1.1. This attachment contains common errors associated with the monthly Defense Incident Basted Reporting System (DIBRS) to the Defense Manpower Data Center (DMDC) and corrective actions which should be taken to correct them.

A2.2. Common Mistakes Causing Errors:

A2.2.1. The mistakes listed here have the potential of causing several different types of errors or prevent the record to be transmitted.

A2.2.2. Check DIBRS/NIBRS Buttons as Required.

A2.2.2.1. When users are entering in reports, they need to refer to the offense tables to determine when these buttons need to be checked to comply with congressionally mandated reporting requirements. After receiving the results from the April 2008 submission and researching the cause of these errors; users still have many cases erroneously unchecked despite this requirement. SFMIS has help documentation to assist users in identifying which cases have reporting requirements.

Figure A2.1. NIBRS/DIBRS Codes – A.

SFMIS 5.2.1.0 Microsoft Internet Explorer provided by USAF

Contents Home Search

Home
News and Information
Getting Started
Contact Info
Important Settings and Configuration
Information
NIBRS/DIBRS Offenses and Offense Number
Offense Lookup Table
NOC and DIBRS ORI Listing
Contact Sensitive Help
Main Help Menu
Tutorials

NIBRS/DIBRS Codes - A

[UCMJ](#)
[NIBRS Uniform Crime Reporting Offenses](#)
[FBI vs. NIBRS Definitions](#)

Click on the offense to view the Uniform Crime Reporting Offense definition or UCMJ Article. These references serve only as a guide to assist you with your report. Refer to your MCM 2003 for more details on military offenses and consult with your local SJA for assistance.

A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X | Y | Z

NIBRS Code	Offense Type Description	Offense Group Code	DIBRS Code	DIBRS reportable if incident happened on base or if military member involved off base	NIBRS reportable on base only and the investigation was not turned over to another police agency
-	Abandon Vehicle	-	-	No	No
90F	Abandonment (Family)	B	90F	Yes	Yes
90Z	Abortion	B	90Z	Yes	Yes
-	Abuse Of BX/PX Privileges	-	-	No	No
-	Abuse Of Commissary Privileges	-	-	No	No
90F	Abuse, Nonviolent	B	90F	Yes	Yes
-	Abuse, Violent	B	134-A1	Yes	No
90Z	Accosting	B	90Z	Yes	Yes
90Z	Adulterated Food, Drugs, Or Other Commodities	B	90Z	Yes	Yes

https://afmcsd.caf.dau.mil/help/Getting_Started/NIBRS_DIBRS_codes_a.html

SFMIS Case Reporting

File Reports Help

New
Search Ctl-F
Save Ctl-S
History... Ctl-Y
Person Data... Ctl-P
Exit Ctl-X

Clearance Reason OSI Case # ORI

Report To
☐ DIBRS
☐ NIBRS
☐ Other (Specify)

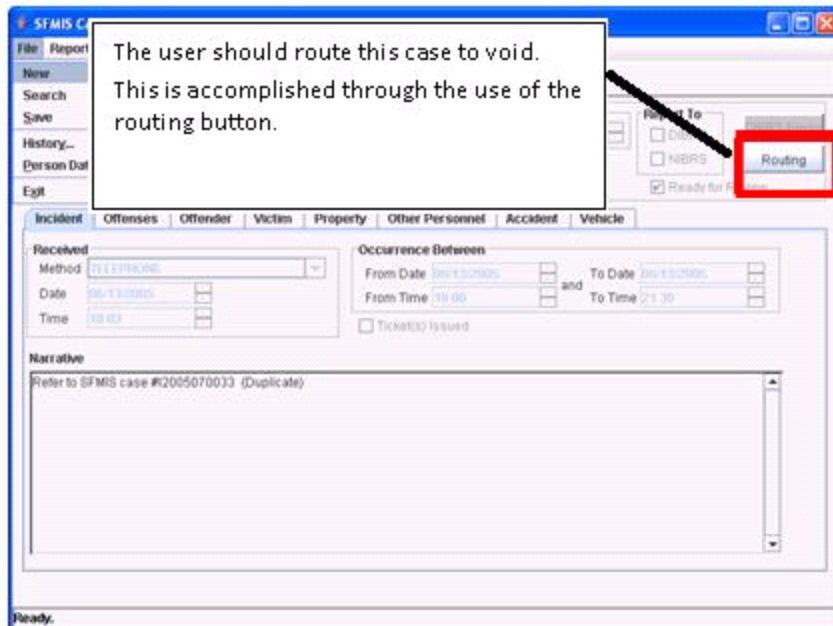
Deselecting these boxes will not delete previously reported case reports in SFMIS or DMDC.

Routing

A2.2.3. Improper Routing of Case

A2.2.3.1. As illustrated below, users need to ensure they properly route cases.

Figure A2.2. Routing Button.

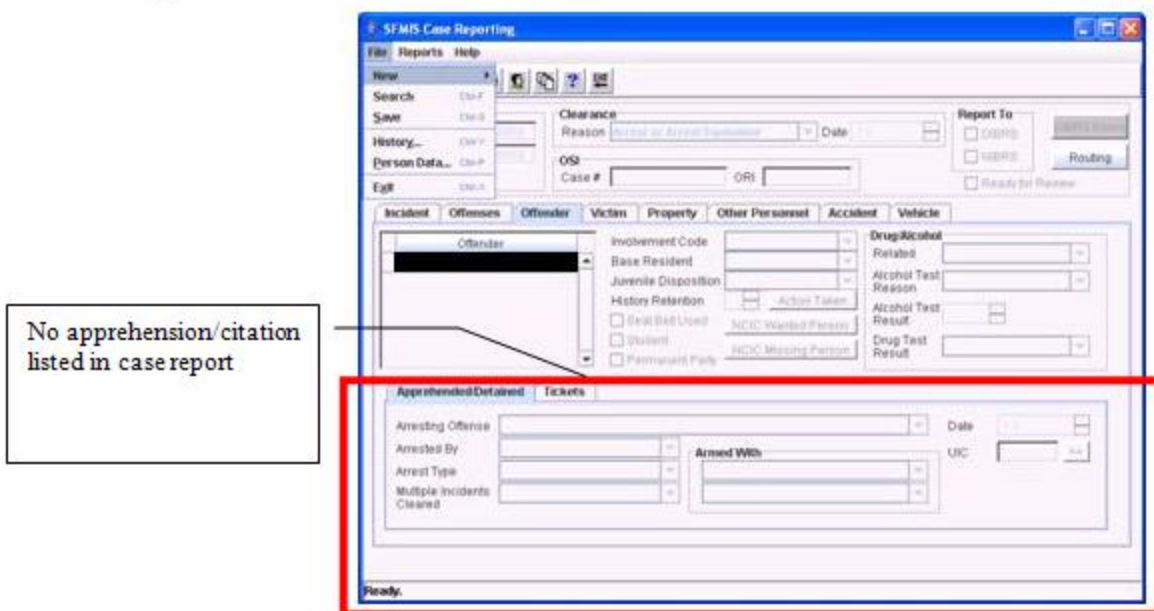


A2.2.4. Specific Error Types and Recommended Corrective Action

A2.2.4.1. **A604** If Category is AA (Arrestee), Arrest/Citation Number is required

A2.2.4.2. This error message informs the user when an offender is apprehended/detained, a date must be entered.

Figure A2.3. Apprehension Information.



A2.2.5. A606 *If Category is AA (Arrestee), Arrest/Apprehension Date is required*

A2.2.5.1. This error message informs the user when an offender is apprehended/detained, a date must be entered.

Figure A2.4. Date of Apprehension.

The screenshot displays the 'SJMS Case Reporting' application window. The 'Apprehended/Detained' tab is active, showing various input fields for case details. A red rectangular box highlights the 'Date' field, which is currently empty. A callout box with a pointer to this field contains the text 'No apprehension date entered'. Other visible fields include 'Arresting Officer', 'Arrested By', 'Arrest Type', 'Multiple Incidents', 'Cleared', 'Armed With', 'Involvement Code', 'Base Resident', 'Juvenile Disposition', 'History Retention', 'Drug/Alcohol Related', 'Alcohol Test Reason', 'Alcohol Test Result', and 'Drug Test Result'. The interface includes a menu bar (File, Reports, Help) and a toolbar with icons for search, save, history, and person data.

A2.2.6. A608 *If Category is AA (Arrestee), Arrest Type is required*

A2.2.6.1. This error message informs the user when an offender is apprehended/detained, the type of arrest must be indicated in the case report.

Figure A2.5. Arrest Type.

The screenshot shows the SYMS Case Reporting application window. The 'Arrest Type' dropdown menu is highlighted with a red box. A callout box points to this dropdown with the text 'Arrest type not listed'.

Arrest type not listed

A2.2.7. **A617** If Category is AA (Arrestee), Sex of arrestee is required and must be either M or F

Figure A2.6. Gender Identification.

A2.2.8. **A647** If actual Age of Arrestee is less than 18, Disposition of Person Under 18 is required

Figure A2.7. Juvenile Disposition.

The screenshot shows the 'SFMIS Case Reporting' application window. The 'Offender' tab is active. In the 'Offender' section, the 'Juvenile Disposition' dropdown menu is highlighted with a red rectangle. A callout box with a yellow diamond points to this menu, containing the text: 'You must specify the disposition of offenders under the age of 18.' The interface includes fields for 'Clearance Reason', 'Date', 'OSI Case #', 'ORI', 'Report To' (with a 'DIBRS Errors' button), 'Drug/Alcohol Related', 'Alcohol Test Result', and 'Drug Test Result'. The 'Apprehended/Detained' section has fields for 'Arresting Offense', 'Arrested By', 'Arrest Type', 'Multiple Incidents Cleared', 'Armed With', 'Date', and 'UIC'. A status bar at the bottom states 'Nothing modified, no save performed.'

A2.2.9. **A802** *Personal information (last name, first name) is missing from Offender/Arrestee Report segment.*

A2.2.9.1. As shown in the figure below, SFMIS will generate a person identification number for unknown persons. However, if a record is reported to DMDC in this state it will cause an error.

A2.2.9.1.1. **Scenario 1:** User enters information indicating an apprehension took place, when in fact one did not take place. If an apprehension did in fact take place the offender record needs to be updated accordingly.

Figure A2.8. DIBRS Box.

Until these boxes are appropriately checked, this record will remain in an error state.

SFMIS Case Reporting

File Reports Help

New Search Ctrl-F Save Ctrl-S History... Ctrl-Y Person Data... Ctrl-P Exit Ctrl-X

Clearance Reason: Arrest or Arrest Equivalent Date: / /

OSI Case #: ORI:

Report To

☐ DIBRS ☐ NIBRS

DIBRS Error Routing

Ready for review

Incident Offenses Offender Victim Property Other Personnel Accident Vehicle

Offender

3799

CLICK HERE TO ADD

Involvement Code: Principal

Base Resident: BASE RESIDENT

Juvenile Disposition: 3 Action Taken

History Retention: 3

Seat Belt Used: ☐

Student: ☐

Permanent Party: ☐

NCIC Wanted Person

NCIC Missing Person

Drug/Alcohol Related: N/A

Alcohol Test Reason:

Alcohol Test Result:

Drug Test Result:

Apprehended/Detained Tickets

Arresting Offense: NEGLECT: DAMAGE MILT PROPERTY: \$500 OR LESS Date: 12/23/2003

Arrested By: Uniformed Service Armed With: Unarmed

Arrest Type: On-View Arrest UIC: FFD2T

Multiple Incidents Cleared:

Ready.

A2.2.9.1.2. **Scenario 2:** Upon opening up the offender record (by double clicking the name of the offender – not the person icon, which opens the person dialog), several cases do not have complete names. For example, the offender record has a first and middle name but not last name in the record.

A2.2.10. **A806** SSN/Alien Registration (Field 71) should be provided when SSN/Alien Registration Designator (Field 70) is present in Offender/Arrestee segment.

A2.2.10.1. In the Apr 2008 submission all 806 errors were from OS bases on foreign nationals. However, they were listed as family member/dependents. Further research needs to be conducted on whether or not these people are issued SSNs.

A2.2.11. **A810** Both SSN/Alien Registration Designator (Field 70) and SSN/Alien Registration (Field 71) should be provided in Offender/Arrestee segment if non-"00" Offender ID exists.

Figure A2.9. Identification.

SFMIS Offender Data Dialog

UPDATING OFFENDER PERSON DATA ONLY

Last Name:
 First Name:
 Middle Name:
 Cadency: Military Affiliation:

Identification (highlighted in red box)

Type:
 Number:

Need to have SSN/AR entered

Personal Information | **Military/Descriptive Information**

Birth Information

DOB: Age: Sex:
 Race: Ethnicity:
 City: State:
 Country:

Driver's License

Number:
 State:

Alias

Last:
 First:

Zip Code:

OK Cancel

Ready.

A2.2.12. **D514** Transaction attempted to process a segment for which no parent incident (segment M) exists

A2.2.13. This error message informs the user when SFMIS attempts to submit a commander's action record which there is no longer a case report for. This is most likely caused by different record retention periods required by the USAF and DMDC. SFMIS maintains case reports for five years, at which time the records are purged as required by the Air Force Records Management System (AFRIMS), unless Brady Law or other requirements apply. DMDC does not have a purge requirement at this time. These differences cause these types of errors which may require manual correction by the SFMIS Program Management Office (PMO).

A2.2.14. **D576** For Sanction Type AU, field 106 (Sanction Amount) is required

A2.2.14.1. This error message informs the user when an entry into the commander's action record and the sanction (field 106) states fines (AU) have been imposed, the amount of the fine must be included.

Figure A2.10. Fines.

The screenshot shows the 'Commander Action Dialog' window. At the top, there are fields for 'Case Number', 'Name', and 'Investigative'. Below this is the 'Action Taken' section with 'Type' set to 'Judicial' and 'Gaining Base' set to a dropdown. There are also checkboxes for 'Report To OIBRS' and buttons for 'Cancel Entry', 'Save', 'Done', and 'Delete'. The 'Sanction' tab is selected, showing a list of sanctions: 'Denial of Reenlistment or Continuation', 'Fines' (highlighted with a red box), and 'Correctional Custody'. Below the list, there are fields for 'Discharge Type', 'Amount' (highlighted with a red box), and 'Days' (highlighted with a red box). There are also checkboxes for 'On Record' and 'Suspended', and date fields for 'Initiation Date', 'Appeal Date', and 'Completion Date'. A 'Remarks' text area on the right contains the text 'Bad conduct discharge'.

A2.2.15. **D577** For Sanction Types AH, AV and AW, Sanction Days is required

A2.2.15.1. This error message informs the user when an entry into the commander's action record and the sanction (field 106) states a delay of promotion (AH), extra duty (AV), or restriction (AW) has been imposed; the number of days must be included.

Figure A2.11. Length of Restriction.

The screenshot shows the 'Commander Action Dialog' window. The 'Case' section includes fields for 'Number', 'Name', and 'Investigative'. The 'Action Taken' section has a 'Type' dropdown set to 'Judicial', a 'Gaining Base' dropdown, and checkboxes for 'Report To DIBRS'. Below this are 'Judicial' and 'Non-Judicial' dropdowns. The 'Sanction' tab is selected, showing a 'Sanction' dropdown set to 'Restricted' and an 'Amount' field set to '5'. A red box highlights the 'Amount' and 'Days' fields, with a callout stating 'User needs to indicate length of restriction'. The 'Remarks' section contains the text 'Member Barred from Peterson AFB for 5 years'. Other fields include 'Form', 'On Record', 'Suspended', 'Initiation Date', 'Appeal Date', and 'Completion Date'.

A2.2.16. D780 Warning: *Missing Offender/Arrestee segment for Commander's Report segment (orphan D segment exists)*

A2.2.16.1. This message informs the user they need to ensure the commander's action record matches the case record. Also, ensure that the commander's action record is complete. For example, if you have an "Administrative" action taken against the offender, select the applicable sanction(s).

A2.2.17. D801 *Personal information (last name, first name) is missing from Commander's Report segment.*

A2.2.17.1. This error messages informs the user there is an error with offender's name in the commander's action. The example shows the error due to the offender's name not being complete. This information must be corrected in the offender record, and the person record should be reviewed.

Figure A2.12. Name.

The image shows a software window titled "Commander Action Dialog". It contains several input fields and buttons. The "Name" field is highlighted with a red rectangle. Below the "Name" field, there are tabs for "Sanction", "Referral", "Offense / Civilian Court", and "R04". The "Sanction" tab is selected, showing a list of sanctions with "Counseling" selected. To the right of the list is a large "Remarks" text area. Below the list, there are fields for "Discharge Type", "Amount", "# Grades Reduced", and "Form". There are also checkboxes for "On Record" and "Suspended", and date fields for "Initiation Date", "Appeal Date", and "Completion Date". At the top right, there are buttons for "Save", "Done", and "Delete".

Case Number Name Investigative

Action Taken
Type Gaining Base
Judicial Non-Judicial

☒ Report To DISRS

Sanction Referral Offense / Civilian Court R04

Sanction
Counseling

Remarks

Discharge Type
Amount Days
Grades Reduced
Form
☐ On Record ☐ Suspended
Initiation Date
Appeal Date
Completion Date

Figure A2.13. Personnel Record.

Double click on name to open offender record. The offender record is a snap shot in time of the person record at the time of the offense. SFMIS does this because age and other factors are often elements of offense.

The screenshot shows the 'SFMIS Case Reporting' application window. The 'Offender' tab is active, displaying a table with columns for 'Offender' and 'Involvement Code'. A red box highlights the 'Offender' column header. A callout box points to a button in the top toolbar, stating: 'Clicking this button will open the person record. Changes in the person record will not reflect on the offender record.' The interface includes various input fields for case details, offender information, and arrest data.

Figure A2.14. Whole Name.

Correct name data as required.

SFMIS Offender Data Dialog

UPDATING OFFENDER PERSON DATA ONLY

Personal Information | Military/Descriptive Information

Identification

Type: Unknown
Number:
Military Affiliation: Other

Birth Information

DOB: Age: Sex: Male
Race: Unknown Ethnicity: Hispanic
City: State:
Country:

Driver's License

Number:
State:
Zip Code:

Alias

Last:
First:

OK Cancel

Ready.

A2.2.18. **D815** Personal information (last name, first name) is missing from Commander's Report segment.

A2.2.18.1. This error informs the user an offender's name is missing or does not match the case report. In this example you will note the offender names do not match it the Incident Report and the Commander's Action Record. Once reported to DMDC, this will cause an error. Users need to correct the information as outlined in D801.

Figure A2.15. Offender.

The screenshot displays the 'SFMIS Case Reporting' application window. The 'Offender' tab is selected, showing a list of offenders on the left and detailed information on the right. A red box highlights the 'Offender' list, which contains one entry with a blue background. The detailed information on the right includes fields for 'Involvement Code' (Principal), 'Base Resident' (RESIDES OFF BASE), 'Juvenile Disposition', 'History Retention', 'Action Taken' (NCIC Wanted Person, NCIC Missing Person), 'Drug/Alcohol Related' (OFFER), 'Alcohol Test Reason', 'Alcohol Test Result', 'Drug Test Result' (POSITIVE), 'Arresting Offense' (DRUGS: POSSESS MARIJUANA LESS THAN 30 GRAMS), 'Arrested By' (Uniformed Service), 'Arrest Type' (On View Arrest), 'Multiple Incidents Cleared', 'Date' (05/17/2005), 'UIC' (FDHS), and 'Armed With' (Unarmed). The status bar at the bottom indicates 'Ready.'

A2.2.18.1.1. The offenders listed in the above and below figures should match. Since the names do not match, DMDC reports an error.

Figure A2.16. Name.

The screenshot shows the 'Commander Action Dialog' window. At the top, there are fields for 'Case Number' and 'Name'. The 'Name' field is highlighted with a red rectangle. To the right of the 'Name' field is a label 'Investigative' followed by another input field. Below these are 'Action Taken' fields: 'Type' (set to 'Administrative'), 'Gaining Base', 'Judicial', and 'Non-Judicial'. There is a checkbox for 'Report To DIBRS' and buttons for 'DIBRS Entry', 'Save', 'Done', and 'Delete'. Below the action fields are tabs for 'Sanction', 'Referral', 'Offense / Civilian Court', and 'R84'. The 'Sanction' tab is active, showing a 'Sanction' list box, 'Discharge Type', 'Amount' and 'Days' input fields, '# Grades Reduced', 'Form', and checkboxes for 'On Record' and 'Suspended'. At the bottom are 'Initiation Date', 'Appeal Date', and 'Completion Date' fields. A large 'Remarks' text area is on the right side of the 'Sanction' tab.

A2.2.19. **F556** Missing required Offense segment for this Incident

Figure A2.17. Offense.

SFMIS Case Reporting

File Reports Help

New Search Save History... Person Data... Exit

Clearance Reason: Arrest or Arrest Equivalent Date: 11

OSI Case # ORI

Report To

☒ DIBRS

☐ NIBRS

Incident Offenses Offender Victim Property Other Personnel Accident Vehicle

Offense Identifier

01 All Other Military Unique Violations

Suspected Use

☐ Drugs

☐ Alcohol

☐ Computer

Statutory Basis: UCMJ Result: Completed

Bias Code: Unknown Illegal Entry: Number of Premises: 0

☐ Sexual Harassment

Location

Type: Highway Roadway ☐ On Base Sector

Address: One Rock Hill Apt

State: Louisiana Country: United States of America

Criminal Activity

Weapon Force

Ready.

In this case, it appears the user marked the case DIBRS reportable, but did not use proper offense. The selected offense in this case is not DIBRS reportable.

A2.2.20. **F589** Type Weapon/Force Used is required because this Incident is a suicide

A2.2.20.1. Users must indicate the Weapon/Force used by the subject.

Figure A2.18. Weapon Used.

SF MIS Case Reporting

File Reports Help

New Search Save History... Person Data... Exit

Clearance Reason Date

OSI Case # ORI

Report To

☐ DIBRS

☐ NIBRS

Routing

Incident Offenses Offender Victim Property Other Personnel Accident Vehicle

Index	Offense Identifier
01	SUICIDE

Suspected Use

☐ Drugs

☐ Alcohol

☐ Computer

Statutory Basis UCBL Result Completed

Bias Code

Illegal Entry

☐ Sexual Harassment

Number of Premises

Location

Type Residence/Blouse/Garage/Workplace

Address 444 Corporate Drive, Unit B

State North Dakota Country United States of America

Weapon Force

A2.2.21. **F677 Warning:** *Type of Weapon/Force Used is required but was not reported -- recoding to "95" for NIBRS*

Figure A2.19. Weapons Used.

The screenshot shows the SFMIS Case Reporting application. The 'Offenses' tab is active. The 'Offense Identifier' is set to '01 FAIL TO OBEY GENERAL ORDER: WEAPONS'. The 'Statutory Basis' is 'JCPL'. The 'Result' is 'Completed'. The 'Criminal Activity' is 'Possessing/Concealing'. The 'Location' section shows 'Type' as 'Arrestee's Home/Quarters, Barracks, ...', 'Address' as '1001 17th St, Fort Worth, TX 76102', and 'State' as 'Texas'. The 'Suspected Use' section has checkboxes for 'Drugs', 'Alcohol', and 'Computer'. The 'Report To' section has checkboxes for 'OIGRS', 'NIBRS', and 'Ready for Review'. The 'Weapon Force' section is highlighted with a red box.

A2.2.22. **M751** Missing arrestee information which is required to send B Offense to NIBRS

A2.2.22.1. Ensure you use the correct offense. Circumstances affect the offense which you select. An incident where damage to a vehicle has occurred may be considered “damage to private property” unless an offender is apprehended.

A2.2.23. **P541** Drug information is not allowed unless Property Loss by is 6 and Property Description is 10

A2.2.23.1. Drug information cannot be entered unless it identified as drugs (description is 10) and the property is seized (Property Loss Code 6).

Figure A2.20. Seizure Information.

SFMIS Case Reporting

File Reports Help

New Search (Ctrl-F) Save (Ctrl-S) History... (Ctrl-Y) Person Data... (Ctrl-P) Exit (Ctrl-X)

Clearance Reason: Arrest or Arrest Equivalent Date: / /

OSI Case # ORI

Report To: ☐ DIBRS ☐ NIBRS ☒ Ready for Review

DIBRS Error Routing

Incident Offenses Offender Victim **Property** Other Personnel Accident Vehicle

Property Loss Offense

Offense Identifier	Loss By	Property Code
DRUGS: INTRO WINTEN...	Counterfeited/Forged	DRUGS/NARCOTICS
DRUGS: POSS WINTEN...	No Property Loss	
DRUGS: POSSESS SCH...	Stolen	

Ownership Type: U.S. Federal Government

Make: SCHEDULE II Value: Date: / /

Model: OXYCONTIN Quantity: 1570

Serial No. ☒ Secured

Quantity: Returned: / /

Description/Remarks

Code	Measurement	Qty.
Barbiturates	Dosage Unit	1570

Ready.

A2.2.24. **P590** *Quantity cannot be reported if Property is Drugs/Narcotics, Money, or Neg/Non-Neg Instruments*

Figure A2.21. Amount.

SFMIS Case Reporting

File Reports Help

New Search (Ctrl-F) Save (Ctrl-S) History... (Ctrl-Y) Person Data... (Ctrl-P) Exit (Ctrl-X)

Clearance Reason: Arrest or Arrest Equivalent Date: / /

OSI Case #: ORI:

Report To: ☐ DIBRS ☐ NIBRS ☒ Ready for Review

Incident Offenses Offender Victim **Property** Other Personnel Accident Vehicle

Property Loss Offenses

Offense Identifier	Loss By	Property Code
DRUGS: INTRO WINTEN...	Counterfeited/Forged	DRUGS/NARCOTICS
DRUGS: POSS WINTEN...	No Property Loss	
DRUGS: POSSESS SCH...	Stolen	

Ownership Type: U.S. Federal Government

Make: SCHEDULE II Value: Date: / /

Model: SKYCONTIN Quantity: 1570 Quantity: Returned: / /

Serial No. ☒ Secured

Code	Measurement	Qty.
Barbiturates	Dosage Unit	1570

Description/Remarks

Ready.

A2.2.25. **R514** Transaction attempted to process a segment for which no parent incident (segment M) exists

A2.2.25.1. This error message informs the user when SFMIS attempts to submit an administrative segment which there is no longer a case report for. This is most likely caused by different record retention periods required by the USAF and DMDC. SFMIS maintains case reports for five years, at which time the records are purged as required by the Air Force Records Management System (AFRIMS), unless Brady Law or other requirements apply. DMDC does not have a purge requirement at this time. These differences cause these types of errors which may require manual correction by the SFMIS Program Management Office (PMO). Before referring these incidents to the PMO ensure that all confinement records are tied to an incident report.

A2.2.26. **R789** Report Date should not be before Arrest/Apprehension Date

Figure A2.22. Incident Received.

SFMIS Case Reporting

File Reports Help

New Search Save History... Person Data... Exit

Clearance Reason: Date:

OSI Case # Off

Report To ☐ DORS ☐ NORS ☐ Ready for Review

Incident Offenses Offender Victim Property Other Personnel Accident Vehicle

Received

Method:

Date: Time:

Occurrence Between

From Date: To Date: From Time: To Time:

☐ Ticket(s) issued

RAMSEUR received the following:

Reductions to the grade of E-1 (Airman Basic), 105 days confinement, and a forfeiture of \$645.00 pay per month for 3 months.

Smart, Melissa, S/A, USAF
Confinement NCO, S3-C

Ready.

SFMIS Case Reporting

File Reports Help

New Search Save History... Person Data... Exit

Clearance Reason: Date:

OSI Case # Off

Report To ☐ DORS ☐ NORS ☐ Ready for Review

Incident Offenses **Offender** Victim Property Other Personnel Accident Vehicle

Offender

Involvement Code:

Basic Resident:

Juvenile Disposition:

History Retention:

☐ Seat Belt Used ☐ Student ☐ Permanent Party

Apprehended/Detained Tickets

Arresting Officer:

Arrested By:

Arrest Type:

Multiple Incidents:

Cleared:

Date: UIC:

A2.2.27. R792 Warning : No Offense (in Results of Trial) which allows cross check with Corrections for Sex Offender Processing Required

A2.2.27.1. Reported by AMJAMS, refers to SFMIS and AMJAMS data not matching at DMDC.

A2.2.28. **R817** Personal information (last name, first name) in Correction does not match Offender/Arrestee.

A2.2.28.1. Ensure the names in the case report match the confinement module. This may happen due to letters being transposed, or name changes due to marriage or divorces.

A2.2.29. **V597** UCMJ Code 134-U7 should not be used -- use the Offense Code for the offense solicited instead

A2.2.29.1. When reporting incidents to DIBRS do not select the offense "Solicitation" instead, use the offense which was solicited. The person that performed the act should be listed in the offender tab as "Principal" and the offender which asked them to perform the offense is the "Solicitor."

A2.2.29.2. *As a reminder, our reporting system is incident based, not offender based.* Please remember, that if more than one offense occurred, and not all offenders were involved separate case reports need to be generated. This is not due to how SFMIS is designed, but due to the DIBRS/NIBRS (National Incident Based Reporting System) records incidents. A lot of valuable information in how case reports should be handled is included in the DIBRS manual.

A2.2.30. **V716 Warning:** Injury Type for this Victim is required but was not reported -- recoding to "N" for NIBRS

Figure A2.23. Injury.

The screenshot shows the 'SFMIS Case Reporting' application window. The 'Victim' tab is selected, displaying fields for 'Victim' (with a 'CLICK HERE TO ADD' button), 'Injury' (set to 'None'), 'Relationship' (set to 'Relationship Unknown'), 'Offenses' (set to 'ASSAULT: SIMPLE'), and 'Circumstances'. A callout box points to the 'Injury' field with the text: 'In cases such as assault check to make sure that injuries are annotated. "None" is a valid entry.'

A2.2.31. **V734** *Offender Related to this Victim is required if non-"00" Offenders exist for the current Incident*

Figure A2.24. VWAP.

Even though not related to the error, this could be a potential issue. (Battery case – which most likely should be marked as a domestic)

Relationship between offender and victim must be defined if an individual victim is listed.

A2.2.32. **V742** *If Offense is 11A or 36B, Sex of Victim and Offender must be different in at least one case*

A2.2.32.1. 11A Forcible Rape (Except Statutory Rape)

A2.2.32.1.1. **Definition:** The carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity. **Note:** If force was used or threatened, the crime should be classified as Forcible Rape regardless of the age of the victim. If no force was used or threatened and the victim was under the statutory age of consent, the crime should be classified as Statutory Rape.

A2.2.32.2. 36B Statutory Rape

A2.2.32.2.1. **Definition:** Non-forcible sexual intercourse with a person who is under the statutory age of consent. **Note:** If force was used or threatened, the offense should be classified as Forcible Rape not Statutory Rape.

Figure A2.25. Gender.

The figure displays two software windows side-by-side, both titled "SFMS Offender Data Dialog" and "SFMS Victim Person Data".

SFMS Offender Data Dialog (Left Window):

- Updating Offender Person Data Only**
- Personal Information:** Last Name, First Name, Middle Name, Cadency, Birth Information (DOB, Age, Sex: **Male**, Race: Black or African Am., Ethnicity: Unknown, City, State, Country), Driver's License (Number, State, Zip Code), Alias (Last, First).
- Military/Descriptive Information:** Identification (Type: SSN, Number), Military Affiliation: UNIFORMED SERVICE.

SFMS Victim Person Data (Right Window):

- Updating Victim Person Data Only**
- Military Information:** Name, SSN, Pay Plan, Component, Pay Grade, Service, Affiliation: Other.
- Personal Information:** Age, Sex: **Female**, Zip Code, DOB, Race: Black or African Am., Ethnicity: Unknown.

An arrow points from the "Sex: Male" dropdown in the offender window to the "Sex: Female" dropdown in the victim window. A text box at the bottom left of the offender window states: "Sex must be different due to nature of offense".

Attachment 2 (KIRTLANDAFB)

SFMIS ACCESS LETTER/MEMO

Figure A2.1. SFMIS access letter/memo

DEPARTMENT OF THE AIR FORCE (YOUR LETTERHEAD)					
MEMORANDUM FOR 377 SFS/S5B Pass & Registration					
FROM: (YOUR ORGANIZATION)					
SUBJECT: SFMIS Access					
1. Request access to SFMIS for the following personnel assigned to (YOUR SECTION). They will require access for the reason listed below.					
NAME	RANK	E-MAIL	DUTY TITLE	DUTY PHONE	REASON
DOE, John D	Civ	John.doe@us.af.mil	Security Mgr	6-5555	Personnel Security
DOE, Jane O	SrA	Jane.doe@us.af.mil	Patrolman	6-4444	Generate Passes
2. All personnel have completed the appropriate SFMIS CBT's from the SFMIS web training website and have been trained on the Privacy Act of 1974 requirements.					
3. For any questions or concerns, please contact Ms. Teri Anderson at 846-6096.					
FULL NAME, RANK, USAF Title					
ATCH					
1. SFMIS Responsibilities Ltr (DOE, John)					
2. SFMIS Responsibilities Ltr (DOE, Jane)					

SFMIS RESPONSIBILITIES

I _____ have read my responsibilities of safeguarding SFMIS information and have signed below acknowledging my responsibilities.

{Signature}